



PROBATION AND PAROLE BUREAU STANDARD OPERATING PROCEDURES

Procedures No.: P&P 20-3	Subject: EXPENDITURES OF SUPERVISION FEES
Chapter 20: PERSONNEL	Page 1 of 2
	Revision Date: 6/18/01; 03/01/05
Signature: /s/ Ron Alsbury	Effective Date: 6/1/00

I. BUREAU DIRECTIVE:

Probation and Parole Bureau employees will follow established procedures for the expenditures of supervision fees that are collected from offenders. The primary focus of supervision fee expenditures is generally for training Probation and Parole staff, providing equipment necessary for the Bureau staff to effectively and safely perform their duties.

II. AUTHORITY:

46-23-1031, M.C.A. *Supervision Fees - account established*
Local 4464 *Montana Federation of Probation and Parole Officers Contract*

III. DEFINITIONS:

Supervision Fee means a fee assessed to each offender for supervision by Probation and Parole.

IV. PROCEDURES:

- A. It is the responsibility of the DOC, Administrative Services Division, to administer the budget of the supervision fees for the Probation and Parole Bureau.
- B. Probation and Parole Bureau's Management will administer the expenditures of these supervision fees.
- C. Each Region will be credited with the amount of supervision fees collected by Probation and Parole Officers in those counties, which make up the Region.
- D. The Regional Administrator, with input from Probation and Parole staff in each region, will make the final decision for spending supervision fees in each region and will keep a record of spending of fees and balance of supervision fees.
- E. Priority spending of supervision fees will be for officer education/training and safety equipment. Below is a list of categories to be used as a guide for the spending of supervision fees. Any spending in Category I must be approved by the Regional Administrator. Any spending in Category II will require the approval of the Regional Administrator and Bureau Chief.

Category I: The Regional Administrator makes these spending decisions:

- ♦ **Education** – Enables staff to further their formal education related to corrections and correctional career enhancement (i.e. college tuition/related material).
- ♦ **Staff Training** – Enables staff to participate in training sponsored by the P&P Bureau, DOC, other agencies and professional organizations. This is inclusive of per diem and lodging.
- ♦ **Supervision/Safety Equipment & Services** – includes but is not limited to ammunition (both duty and practice), OC spray, firearms, electronic monitoring, CJIN Service, search gloves, cuffs, bulletproof vests, cell phones, hand-held radios, badges, immunizations and duty belts. Clothing items include jackets, coats, firearms related clothing, shirts, vests, and

trousers. Clothing items will be selected from **standardized** list approved by the Bureau. All equipment and clothing purchased by supervision fees will be required to be turned in upon termination from employment with the P&P Bureau. The Regional Administrator/POII will maintain an inventory of these items for each staff.

- ♦ **Training Equipment and Supplies**– includes training/meeting rooms, training equipment / materials, refreshments for breaks, travel and per diem expenses.

Category II: The following expenditures must have approval of the Regional Administrator and the Bureau Chief.

- ♦ **Office Equipment, Supplies & Services** includes desks, shelves, file cabinets, tables, phone lines, office rent/modifications, vehicles, computers, printers and copy machines.
- ♦ **Wellness Allowance** - This may be determined on an annual basis **if provided by** the union contact.
- ♦ **Offender Services** - Services needed for offenders that are not covered by the treatment funding monies.
- ♦ **Student Intern Stipends** may be granted for up to \$1000 per semester
- ♦ **Awards** includes pins, plaques and certificates related to staff accomplishments

- F. According to contract, the Bureau will, via an annual conference call with each Shop Steward of each region and one supervisor from each region, establish the priorities for spending income generated by supervision fees. Each Region will create a regional committee to recommend regional spending of supervision fees. The regional supervision fee committee may be comprised of two officers and one supervisor.
- G. Supervision fees may be used for all Bureau staff.
- H. The Bureau Chief may use supervision fees as needed for training and other needs as deemed appropriate.
- I. The legislature has legislated a specific amount of supervision fee revenue be used for the costs of electronic monitoring services provided by the Intensive Supervision Program.

PROCEDURE:

1. Annual conference call to set out priorities for year for spending.
2. Develop a process for applying for and spending supervision fees.
3. Apply for funds to spend fees using *P&P 20-3 (A) Supervision Fee Request Form*.
4. Final review and approval of supervision request.
5. If approved, notes on invoice the supervision ORG# (organization number) that will be used.

RESPONSIBILITY:

Bureau Chief
Supervisors and Shop Stewards

Regional Administrator
P&P Staff

P&P Staff

Regional Administrator

Regional Administrator
PO II

V. CLOSING:

Questions concerning this procedure shall be directed to the Probation & Parole Bureau Chief.

Form

P&P 20-3 (A) Supervision Fee Request Form